

WAUKESHA COUNTY (REGISTER OF DEEDS & TREASURER)

Data Warehouse – Tract Index

October 7, 2002 Version 1.02

Users Guide

Opening the program

Accessed through the County Intranet or Internet

Program access can be obtained 2 ways:

Via the County Intranet
Via the following County websites:

- Register of Deeds Office
- -Treasurer's Office

Use the following steps to access the program via the County Intranet:

Type the County Intranet address in your Internet browser's domain name box: http://cowauknet/

Click on the "Applications" link, which is located on the left side tool bar.

Use the following steps to access the program via the Register of Deeds Office (R.O.D.) website or the Treasurer's Office website.

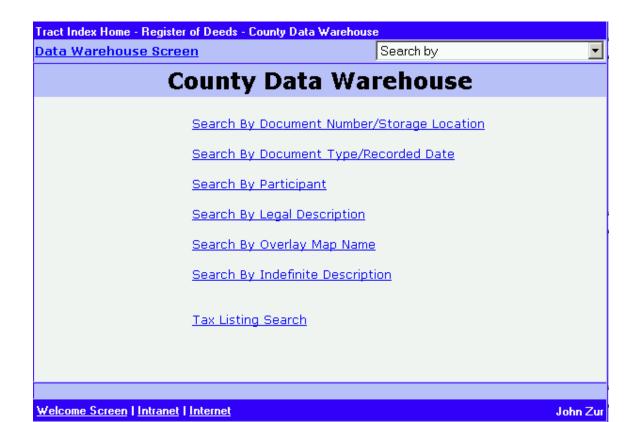
Type the R.O.D. website address in your Internet browser's domain name box: http://www.waukeshacounty.gov/departments/register/

or

Type the Treasurer's website address in your Internet browser's domain name box:

http://www.waukeshacounty.gov/departments/treasurer/

The following screen will appear once the program is accessed. Depending on individual security rights, users may or may not see the heading "Search by Participant" or "Search by Indefinite Description". These search functions are restricted via the County's Internet as stated in the <u>Waukesha County Internet Access Policy</u>.



Document Information

View Recorded Document Details

The following document details are provided electronically:

- ⇒ Document Type
- ⇒ Document Number
- ⇒ Recorded Date
- ⇒ Storage Location
- ⇒ Participants
- ⇒ Legal Descriptions
- ⇒ Related Documents
- ⇒ Overlay Map Units

NOTE:

A project has been established to make recorded document images available on the Internet to paid subscribers, which will contain information from 1994 to the present. Information prior to 1994 can be obtained from the Register of Deed's Office during normal business hours.

Document Details						
Date Verified Thru: 9/12/2002		Date	Date Report Generated: 9/23/2002 8:09:57 AM			
Document Details						
MORTGAGE - BANK						
Document Numbe	r: 2396396	Da	ite Recorded: 12/10/1998	8 3:33:00 PM		
Storage Location:	RI-2800-1	263 Consider	ration Amount \$145,000.0	0		
Participants						
GO	SHANNON M ZUR					
GO	JOHN W ZUR					
GE	M&I NORTHERN BA	ANK				
Legal Descript						
SUBDIVISION			CITY OF WAUKESHA	67		
WHOLE - PRIEDEMAN ESTATES				Search Legal		
LOT - 85						
Related Docum						
Document I		Document Type		Storage Location		
<u>2396397</u>		ASSIGNMENT OF MORTGAGE		RI-2800-1269		
2396398	A	ASSIGNMENT OF MORTGAGE		RI-2800-1271		

Searching for Documents

Users may access documents by using the following search fields/categories:

- ⇒ Document Number/Storage Location
- ⇒ Document Type/Recorded Date
- ⇒ Participant (Not Available via County Website)
- ⇒ Legal Description
- ⇒ Overlay Map
- ⇒ Indefinite Legal Description (Not Available via County Website)

The following search results may be used to enhance your findings:

- ⇒ **Sort**: document list returned will be ordered by the selected sort option.
- ⇒ **Display Results**: document list returned will include either the document number, type, recorded date, and storage location, plus the participants if the "Documents + Participants option is selected.
- ⇒ Match: if "Exact" is selected, then the search will return only matches where the input is the same as the recorded data; if "Begins with" is selected, then the search will return matches where the input is the same as the first part of the data. (i.e. input of "field" will return "Fieldcrest"); if "Contains" is used, then the search results will return matches where the input field is the same as any part of the data. (i.e. input of "Dallas" will return "The Dallas Condominium")

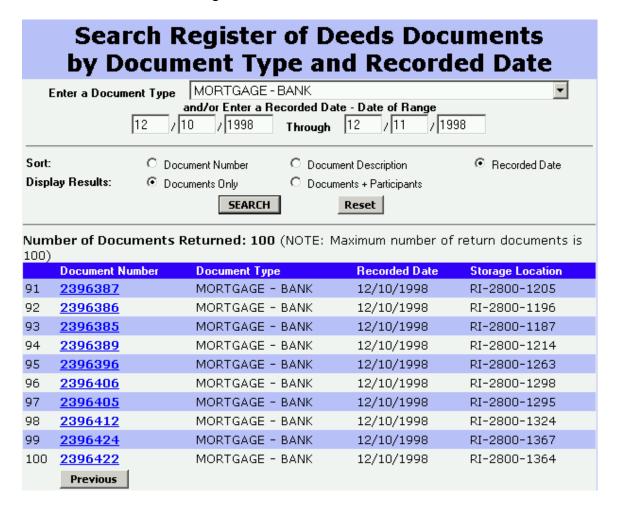
Search By Document Number or Storage Location

To search by Document Number or Storage Location, click on "Search Register of Deeds Documents by Document Number". Enter a known Document Number in the appropriate box and/or enter a Storage Location from the pull-down menu.

Search Register of Deeds Documents by Document Number						
Enter a Document Number 2396396						
Enter a Storage Location Reel/Image						
Display Results:	© Documents Only SEARCH	O Documents + Pa	ırticipants			
Number of Documents Returned: 1						
Document Num	ber Document Type	Recorded Date	Storage Location			
1 2396396	MORTGAGE - BANK	12/10/1998	RI-2800-1263			

Search By Document Type

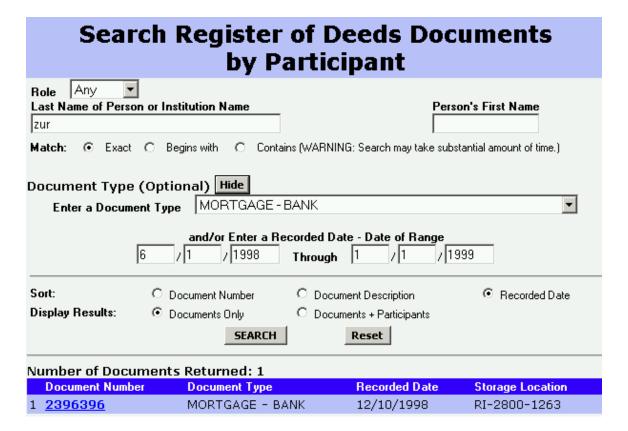
To search by Document Type/Recorded Date, click on "Search by Document Type/Recorded Date". Select a Document Type from the pull-down menu and/or enter a Recorded Date range.



Search By Participant

The "Search by Participant" feature is only available when information is accessed through the County Network or when a subscription is used to connect to the Internet website. To obtain the information, click on "Search by Participant". Enter the last name of the person or an institution name. The participant's role, Grant or Grantee, may also be used to search for results.

Note: This search is only available when attached directly to the County Network or when a subscription user id and password are used to connect to the site.



Search By Legal Description

To begin your search, click on the "Search by Legal Description" heading. It is important to note that there are 4 different legal descriptions. Definitions follow:

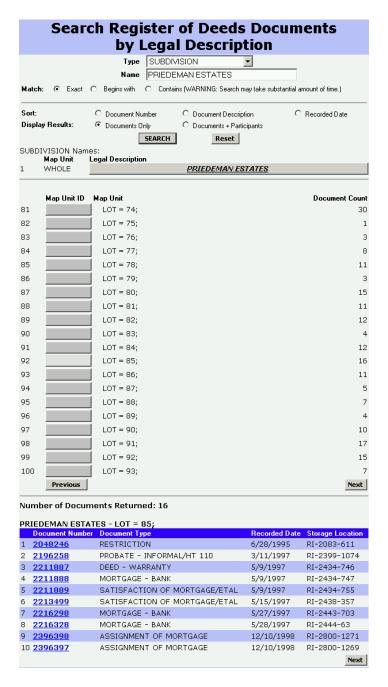
CEMETERY –
CERTIFIED SURVEY MAP –
CONDOMINIUM –
METES AND BOUNDS –
SUBDIVSION –
TIME SHARE –

Select a search type from the pull-down menu and enter an associated name in the text box below. For example:

Type: SUBDIVISION

Name: PRIEDEMAN ESTATES

Search for a map unit by clicking on the desired Map Unit I.D.



Search By Overlay

To "Search by Overlay Map", click on the heading from the County Data Warehouse list. An Overlay Map is a map unit that replaces an existing map unit.

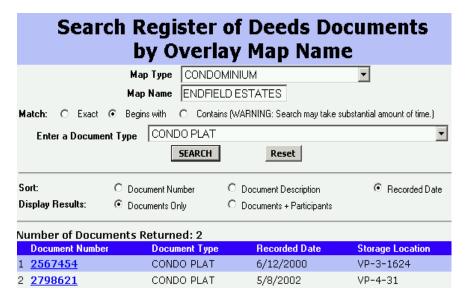
Select a map type from the pull-down menu and enter a map name. For example:

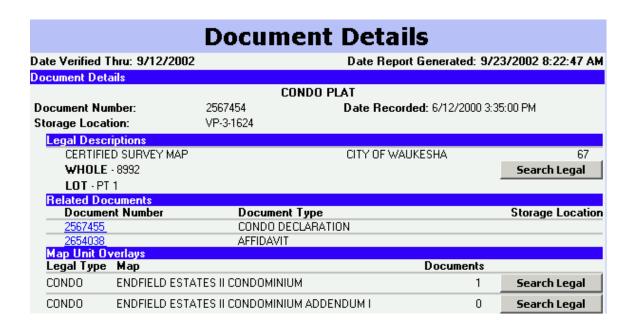
Map Type: SUBDIVISION

Map Name: ENDFIELD ESTATES

Select a Document Type from the pull-down menu.

This example shows a condominium subdivision plat. At the time the subdivision plat was submitted to the County, the condominium's legal description did not exist. Thus the plat's legal description is a certified survey map. As a result of the CONDO PLAT, a new CONDOMINIUM legal description was created.





Search for document with Indefinite legal description

The "Search by Indefinite Legal Description" feature is only available when information is accessed through the County Network or when a subscription is used to connect to the Internet website. It is only used to locate documents that did not have valid legal descriptions at the time the document was created. To search, click on "Search by Indefinite Legal Description" from the County Data Warehouse list.

Note: This search is only available when attached directly to the County Network or when a subscription user id and password are used to connect to the site.

